

# Key and Id Card Access Request Form

Scottsdale Community College - 9000 E. Chaparral Rd, Scottsdale AZ 85256

Date of Request: \_\_\_\_\_

Scottsdale Community College keys, access control cards, and ID cards are considered MCCCCD property and are subject to all applicable District Administrative Regulations. Issuance of a MCCCCD key/card(s) is accompanied by responsibility for our College property.

Keys and cards are loaned with the understanding that they will be valued as all other loaned District property for the effective accomplishment of your assignment. Any loss or damage to College keys shall be immediately reported to the College Safety Office.

When a key or card is assigned to an employee, they are responsible for the return of the key/ card(s) at the completion of their assigned duties. All keys/cards shall be returned to the College Safety office.

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_ Status: \_\_\_\_\_

(Faculty, Staff, Adjunct, Temp, etc.)

Please list the building and/or room number and check whether you will need key or ID card access

Buildings/Room numbers/Special Instructions, etc.	Key	Access Card	Days/Hours

Supervisor Signature: \_\_\_\_\_



The Maricopa County Community College District (MCCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator; (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit [www.maricopa.edu/non-discrimination](http://www.maricopa.edu/non-discrimination).

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## Access Control Card/Badge - Signature Card

Employee name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Access Control Card Number: \_\_\_\_\_

## Access Control Card Badge Issued

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Public Safety (Print): \_\_\_\_\_

Public Safety Signature: \_\_\_\_\_

## Access Control Card Badge Returned

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Public Safety (Print): \_\_\_\_\_

Public Safety Signature: \_\_\_\_\_